

DATE SUBMITTED 07/10/15
 SUBMITTED BY PLANNING
 DIRECTOR
 DATE ACTION REQUIRED 07/15/15

COUNCIL ACTION (x)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: **DISCUSSION/ACTION: 2015 GENERAL PLAN UPDATE AND ENVIRONMENTAL IMPACT REPORT**

1. AWARD CONTRACT TO THE HOLT GROUP INC. IN AN AMOUNT NOT TO EXCEED \$42,000 FOR A GENERAL PLAN UPDATE AND COMPLETION OF A GENERAL PLAN ENVIRONMENTAL IMPACT REPORT (EIR)

DEPARTMENT INVOLVED:

BACKGROUND/SUMMARY:

The City began a major update of the General Plan Land Use and Circulation Elements in 2013 through a grant from the Southern California Association of Government. The update was never finalized because of the need to complete an Environmental Impact Report (EIR) in compliance with the California Environmental Quality Act (CEQA). Several priorities have changed since that time (like the designation for Barioni Blvd.) that would require a minor update. The Holt Group submitted a proposal to complete the work for an amount not to exceed \$42,000.

FISCAL IMPACT:

F.O. INITIALS: _____

STAFF RECOMMENDATION:

Staff recommends awarding the contract to The Holt Group.

MANAGER'S RECOMMENDATION:

MANAGER'S INITIALS

MOTION:

SECONDED:	APPROVED ()	REJECTED ()
AYES:	DISAPPROVED ()	DEFERRED ()
NAYES:		
ABSENT:	REFERRED TO:	

CITY OF IMPERIAL
PREPARATION OF LAND USE & CIRCULATION ELEMENT
UPDATE & CORRESPONDING EIR

BACKGROUND AND UNDERSTANDING

The City of Imperial secured the services of a planning firm for the preparation of a Land Use Element and Circulation Element in 2011. After public workshops were held, draft copies of the work in progress were provided to City staff in January 2012. It has been determined that there are a number of areas that need to be updated and/or finalized. The City of Imperial has completed updates of all General Elements except for the pending Land Use and Circulation Elements and thus is seeking qualified services to finalize the Land Use and Circulation Element for consistency and comprehensiveness.

PROPOSAL

The Holt Group (herein referred to as "Consultant") would like to take this opportunity to extend our expertise and services to update the Imperial Circulation and Land Use Elements to reflect changed conditions and for consistency with all other recently adopted Elements. The Holt Group, agrees to provide the following services for specified costs to the City of Imperial (herein referred to as "Client") and to provide professional services for the preparation of a Land Use Element Update, Circulation Element Update and corresponding environmental work, upon acceptance by Client. The Scope of Work is further detailed on the following pages.

**SCOPE OF WORK FOR
PREPARATION OF LAND USE & CIRCULATION ELEMENT UPDATE**

- I. Conversion Formatting & Set Up of Work Completed to Date for consistency with all other elements adopted by the City and for final deliverable as editable files.**
- II. Preparation of a Land Use & Circulation Element & Environmental Document**
 - A. The following sections of the 2012 Land Use Element Draft shall be updated:**
 - 1. Historical Context**

This Section shall be updated with more current population and housing unit data.
 - 2. Specific Element Areas**

This Section shall be modified to correctly identify annexation areas and include acreage and land use.
 - 3. Regional Planning Considerations**

This Section will identify land uses associated with the Regional Park and Equestrian Center.

4. Land Use Plan

This section shall be updated to incorporate new areas proposed for annexation with a designated land use. Land Use distribution will be depicted in pie chart form, or similar figure. The Build-Out projections will also be updated for consistency with the most current Service Area Plan data and update for consistency the Character Areas and Sphere of Influence discussions.

5. Land Use Density and Intensity

This section will be updated with most recently adopted density standards. Additionally an Airport Land Use Compatibility Plan will be inserted to establish relationship with existing Land Use Compatibility Table/Matrix.

6. Goals and Policies

Implementation Actions will be established to correspond with the 26 Objectives/26+ Policies identified. This section will follow the same format of other adopted elements to include responsible agency and funding source.

B. The following sections of the 2012 Circulation Element Draft shall be updated:

1. Scope, Content, & Existing Conditions

This Section shall be updated to include La Brucherie as a connectivity corridor and 1st Street and Imperial Avenue as important roadways.

2. Background and Approach

This Section shall be updated to include Expressway, Highway (HWY) to Street Typologies, add existing transit stops, add bicycle master plan map, and a section on equestrian trails.

3. Multi-Model Levels of Service

This Section will be modified to elaborate from the five Circulation Element Roadways Table 1-2 and separate Planned Roadways Table as Standards.

4. Goals and Policies

Implementation Actions will be established where missing or lacking. This section will follow the same format of other adopted elements to include responsible agency and funding source.

C. The Environmental Document

In accordance with CEQA Guidelines, an environmental document shall be prepared. Consultant shall prepare an Initial Study, Agency/Tribal Consultation, Notice of Preparation, Environmental Information Document, Notice of Intent, Department of Fish & Wildlife No Effect Determination and Final Notice of Determination.

III. Meetings & Public Hearings

Prepare public hearing notice and prepare presentation at public hearing before Planning Commission and before City Council.

IV. Supportive Services & Final Deliverables

Consultant shall prepare Staff Reports for the Planning Director for distribution to the Planning Commission and City Council. A file binder and CD containing all final material in PDF and editable format shall be provided to the Planning Director.

V. Project Schedule

The Holt Group’s goal is to provide a high quality document, using existing as available and updating with current and accurate data. In order to prepare the document, conduct required public hearings, coordinate meetings with, City staff, and present final work products to the Planning Director, an approximate two (2) month planning term will be required for presentation of Draft Documents. This schedule, however, does not include the Project/EIR review period and subsequent and mandatory public hearing timeframes.

VI. Project Team & Cost Estimate Breakdown

It is anticipated that the team to be assigned to this project will consist of: (1) Senior Planner, (1) Assistant Planner, (1) AutoCad Technician and (1) Administrative Assistant. Work will be invoiced at an hourly rate per the attached hourly schedule and is *estimated* to be as presented in the Cost Estimate Table, with a not to exceed cap of **\$42,000.**

Item No.	Task/Component	Time Frame	Preparer	Cost Estimate
I.	Conversion and Formatting	1 Week	SP/AP/C	\$1,500
II.	A. Land Use Element Update	6 Weeks	SP/AP/C	\$12,500
	B. Circulation Element Update	5 Weeks	SP/AP/C	\$8,500
	C. Environmental Work	12 Weeks	SP/AP	\$13,500
III.	Meetings & Public Hearings	5 Weeks	SP/AP	\$3,500
IV.	Supportive Services & Final Deliverables	6 Weeks	SP/AP/AA	\$2,500
	<ul style="list-style-type: none"> • Staff Reports • Final Deliverables 			
		6 months		\$42,000.00
SP = Senior Planner, AP = Assistant Planner, C=Auto Cad Technician, AA=Administrative Assistant				

VII. EXCLUSIONS

The following items are excluded from the scope of work:

All Fees including but not limited to County Filing Fees, Cultural/Historic Research Fees, Legal Advertisement Fees, Etc. which will be billed at cost.

VIII. FEDERAL TAX ID NUMBER

The Federal Tax Identification Number for The Holt Group is 33-0417246.

The Consultant and Client have agreed to the stipulated work-scope, compensation, and conditions for delivery of service. Execution of this agreement will become the contract to provide the referenced professional services.

THE HOLT GROUP, INC.

CITY OF IMPERIAL



James G. "Jack" Holt, P. E.
Secretary/Chief Financial Officer

Jorge Galvan
Planning Director

6/2/2015
Date

Date

Attachments: The Holt Group Hourly Rate Schedule, dated January 2015

THE HOLT GROUP, INC.
2015 Hourly Rate Schedule

PLANNING STAFF	RATE
Senior Planner/Project Manager	\$115.00/Hour
Associate Planner	\$80.00/Hour
Assistant Planner	\$60.00/Hour
AutoCAD Technician	\$75.00/Hour
Planning Clerk	\$50.00/Hour
Administrative Assistant	\$35.00/Hour